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ABSTRACT

This illustrated, jungle-theme book plans a job search. There are three major sections in the book: (1) plan your safari; (2) where to look for jobs; and (3) making contact. Section one includes information on resumes, references, official papers needed for a job, and 11 ideas to help find job openings. Section two suggests finding jobs in state government, apprenticeship programs, newspaper want ads, volunteering, and part-time work. A checklist is included to organize a job search. Part three provides suggestions for making contacts: (1) contacting prospective employers; (2) writing letters of application; (3) phoning about a job; (4) visiting prospective employers; (5) filling out application forms; (6) interviewing for a job; (7) getting an offer; and (8) once on the job, what comes next. Thirty-four references are included. (NLA)

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Job Hunting? It's A Jungle Out There!

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JUNGLE SURVIVAL GUIDE II

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Introduction

Finding a job can be tricky. Use this book to plan your job search safari. You'll learn how to write a resume, how to approach potential employers, and what to think about before you say "yes" to a job offer. So put on your pith helmet and start down the jungle path...it's the Jungle Survival Guide II!

Plan Your Safari

Need a job? You can find one. An effective job search follows a pattern, from deciding what kind of job you want to saying "yes" to a job offer. This book can help you.

So, decide what kind of job you want. Everybody is good at something, and you are much more likely to enjoy and be successful with a job you are good at. Take some time before your actual job search to think about and set some career goals. Even if you are only looking for a part-time job while you are in school, you can try to choose work that will relate to your lifetime career goals. For example, if you think you might want to be an elementary school teacher, a part-time job with a day care center will give you valuable experience that relates directly to your long-term goals. Future employers will see that you have relevant experience, and this can give you an advantage over other competitive applicants. In the same way, if you are interested in a career in business or hotel and restaurant management, you might want to try work in a regular or fast-food restaurant. Many fast-food restaurants will rapidly promote good workers into team or shift lead positions, which will give you some idea of the type of responsibility a manager in business may have. It will also help develop your decision making ability and your ability to work with others as part of a team. Both characteristics are highly desired by today's employers.

So, take some time to think about what you might like to do. Identify what you are good at and evaluate your interests, needs, and abilities. Examine some career alternatives. For example, you may have always dreamed of being a doctor, but you are not really interested in attending school for many years after high school graduation. Or you don't feel you can afford the expensive, long range tuition. Think about other careers that may fulfill your needs. If you are interested in helping others, why not think of being a nurse? This involves two to four years of college, and there is a growing demand for skilled nurses (and the pay is excellent for this level of education). Or investigate being a nurse's aide or orderly. Training programs are widely available at community colleges and vocational/technical schools. If it is the technical side of medicine that interests you, consider being a medical technician or pharmacist. There are thousands of career choices available. Your guidance counselor or occupational specialist may be able to help.

After you have decided what kind of job you are interested in, you should evaluate your strengths

and weaknesses. Why should an employer hire you? You need to be able to answer this question. A big part of any job search is convincing an employer that your experience, education, and personality are just what they need. Take a few moments to jot down the skills or special abilities you have:

_____

_____

_____

_____

Skills can be tangible ("I can type 45 correct words per minute") or intangible ("I am a positive, cheerful person"). Write down everything that you think might be important to an employer, including any previous work experience, whether paid (such as babysitting) or unpaid (volunteer work for a service club project, for example).

Then, think about what you might need to improve. Are you often late to school? Being late is an easy way to get fired right away, even if you are excellent at your job. Tardiness and absenteeism are unacceptable in the business world. Can you type? Most employers require at least 35 correct words per minute. If lacking, work on your speed to bring it up. Your counselor or occupational specialist may have other suggestions to help your employability. Ask them for help.

Now, you are ready to begin your job search. Make sure all your friends, teachers, your own parents, and your friend's parents know of your intent to find a job. Most openings are filled through word-of-mouth — as many as 80%. So keep your eyes and ears open for job leads. And get others to keep theirs open for you, too.

Start with a resume. A resume is a written statement of your job objective, as well as a record of your education and work history. It can be simple, but it must be neat and accurate. A good resume can give you a competitive advantage over another applicant, even one with the same skills and experience as yourself. Also, a resume will have all your job information pulled together in one place, and will be a big help when filling out employment applications. You can attach a copy of your resume to a completed application form, to provide supplemental information to a prospective employer.

It is important the information in your resume is accurate and up-to-date. You may use a "personal fact sheet" to draft your resume. These fact sheets should contain all the information that is to be included in your resume and application.

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Your Resume

- Your career goal or objective
- Your education and training
- Your work experience
- Volunteer experience
- Your school skills and extra curricular activities, if related to your job search
- References

Your career goal is a general statement about what kind of job you are looking for. Keep this statement simple and not too sweeping; it is important that an employer understand what you are interested in at a glance.

Education comes next. Give the name of your school and your graduation date, or your planned graduation date. Also, give any additional training you may have completed: a certified baby-sitter course is offered by some hospitals and public libraries, for example, or you may be certified by the Red Cross in First Aid, CPR, or lifeguarding. Then, record your work history with the most recent job you have had, or the one you hold now, and work backwards. Give the dates you worked, and what you accomplished. Put yourself in a positive light and be honest. A new employer will probably check with previous employers and any inaccuracy or excessive exaggeration will become evident. This will not help you in your job search.

If you have no employment history, list volunteer or unpaid jobs you have done (presented puppet shows to young children, grocery-shopped for a disabled person, house-sat or cared for a neighbor's pet), anything to show you have initiative and responsiblity. Describe these activities just as you would a paid job.

An optional category in a resume are awards and hobbies. If you have been awarded a college scholarship, are an Eagle Scout, or are an officer in a service or academic honors club, this is the place to note so. Also list hobbies, if you feel they may be of interest to a potential employer or relate to the kind of job you are interested in.

Resume Hints

- People often do not read resumes; they skim them. Be brief and specific.
- Write your resume to sell yourself to employers. Emphasize your strengths and accomplishments.
- Emphasize your skills in dealing with people, running specific equipment, or other abilities that may be useful in a particular job.
- Make sure your resume is neat and error-free. Absolutely no typos or strike-overs.
- Use wide margins and spacing to make it easy to read. It's a good idea to have your resume professionally printed.
- Use action verbs, such as: developed, designed, successfully, won, etc.
- There are many excellent books that will help you develop a resume perfectly suited to your education and work experience. Check your school or public library.

A Note About References

A reference is a person who knows you, and can recommend you to an employer. A reference should be someone who knows enough about you to know the job you do, or are capable of doing — once you are hired. Make sure you ask your reference before listing him or her, both as a courtesy and to be sure that they feel they can give you a good reference. People are very honest when giving a recommendation to others, so make sure your references like you and respect the work you do. Teachers, former or present employers, ministers, and friends' parents are good people to ask. Avoid using fellow students, relatives, or people who do not know you as a reference. List references on a separate sheet of paper, giving name, title, mailing address and telephone number. You should have at least three references. Related to references is a letter of reference. A letter of reference is a dated, signed letter describing what kind of person you are, and recommending you as an employee. A letter of reference may be attached to your application or resume, or be given to an employer if they ask for a reference. They will probably want your list of references as well, but a letter of reference is a good tool to use in your job search, so it is worth asking for one or more. Make sure you keep the original copy of the letter, and make duplicates from this original. This will keep the reproduction quality good and add to the professional appearance of your job search.

If you are sending your resume to many employers, you should probably wait until your interview to make references available. In this way, you can match your references to the specific job and employer.

Sometimes a resume is all that an employer sees before meeting you, so a well-written, neat resume can improve your chances of getting an interview. Type or word process your resume, or pay a professional to prepare it for you.

There are several good ways to write a resume. The two basic forms of resumes are the chronological resume (job information and education arranged by date with most recent first) and the functional resume (arranged by job skills from most to least important). Look over the sample resumes on the next few pages.

Chronological Resume

WILLIAM H. JOHNS
1060 Oak Drive
Orlando, Florida 32805
(305) 555-9760

CAREER OBJECTIVE

Seeking employment with a large architectural firm as a drafting assistant, with opportunities to advance to full drafter.

EDUCATIONAL EXPERIENCE

Robinson High, Tampa, 1977-81, High School Degree.
Pinellas Vo-Tech Institute, 1981-89, Architectural Design Technology, AA

WORK-RELATED EXPERIENCE/SKILLS

1989-present

Drafter's assistant, Pinellas County Road Department, Florida. Drafted basic plans, lettered blueprints, and worked on several major county projects as an assistant.

1987-1989

Copy carrier for Baker & Company, a large advertising agency in Tampa, Florida. Worked with many different kinds of people in a fast-paced environment. Learned through observation the basics of good layout and design.

References available on request.

Functional Resume

WILLIAM H. JOHNS
1060 Oak Drive
Orlando, Florida 32805
(305) 555-9760

CAREER OBJECTIVE	Responsible position as a drafting assistant, with potential to advance to drafter.
DRAFTING ASSISTANT	Pinellas County Road Department, Pinellas County, Florida. Drafted plans, lettered blueprints and worked on several major county projects as an assistant. 1989-present.
COPY CARRIER	Learned basics of good design through observation with a large, fast-paced advertising agency. Worked cooperatively with many kinds of people, on a variety of projects, while attending school full-time. 1987-1989
EDUCATIONAL	Associate of Arts, 1989, Architectural Design Technology, Pinellas Vo-Tech Institute, St. Petersburg. High School Diploma, 1987, Robinson High School, Tampa.

References available on request.

Read your resume carefully, making sure the person it describes (you!) looks like a good candidate for lots of jobs. Then, either type it or have it professionally typed or typeset. A handwritten resume is not acceptable. A professionally typeset resume can be quite artistic, with different sizes and styles of type, but a typed resume is fine. If you don't have your resume printed (prices begin at about $35.00 for 25 copies) be sure to keep your original to use to make copies. Use glass cleaner to clean the glass plate of the copier before you begin. This will eliminate any smudges and stray marks. You can use colored paper if you like, but be conservative. Stick to cream, light grey or light blue. No hot pink or bright green. This will indeed get attention, but probably not the kind you want. If you have your resume printed, you may be able to buy matching envelopes and blank sheets of paper for cover letters. But this is optional. Plain white paper is fine.

Setting Up A Personal Facts Sheet

A personal facts sheet is a piece of paper giving information about you that employers may need. You should write up a facts sheet before you begin to apply for jobs. The sheet will help you fill in those hard-to-remember numbers, dates, addresses, and names on applications and in interviews.

Hints

- Work history — if you are still employed at a business, put "to present" for date ended
- References — these are people you have known well for at least a year, and who will recommend (say good things about) you. You should talk to them about being a reference for you before you list their name.

References may include:
Teachers
Counselors
Work supervisors
Ministers
Former Employers
Adult friends
Other community leaders

References should not include:
Parents
Relatives
Friends your own age

PERSONAL INFORMATION

Name: _____ Date: _____

Address: _____

City and State: _____ Zip _____

Social Security Number: _____ Age: _____

EDUCATION AND TRAINING (include volunteer experience, especially if you have no paid experience):

BEST OR FAVORITE SUBJECTS:

EXTRACURRICULAR ACTIVITIES, (Particularly if they relate to a possible job. For example, working on the school yearbook or literary magazine is good related experience if you are seeking employment in publishing).:

HONORS AND AWARDS, (do you have a scholarship? Are you a member of a scholastic honor society?):

REFERENCES

Mr. Walter Smith, Manager, All State Advertiser, 4691 Ponce DeLeon Avenue, Tampa, Florida 33622, (813) 486-9138.

Mr. Bill Ryan, Instructor, Pinellas Vocational-Technical Institute, 6100 154th Avenue North, Clearwater, Florida 33520, (813) 222-2219.

Ms. Judy Adams, Coordinator, Planning Department, XYZ Company, 608 North Tampa Street, Tampa, Florida 33602, (813) 485-2181.

Official Papers You May Need

Birth Certificate

Contact the health department of the county where you were born or your state's records department, if you don't have yours. Make sure you have an official birth certificate with an embossed seal. A birth certificate from a hospital or baptismal certificate is not sufficient.

Driver's License

If you're 16 or over, apply at your Highway Safety and Motor Vehicle Driver's License Division. You will take a written test as well as a driving test.

High School Diploma

Pick up a copy of your diploma at the high school from which you graduated or at the school board office in the county where you graduated. Call first, to find out the cost. You may be able to have it mailed to you.

or General Equivalency Diploma (GED)

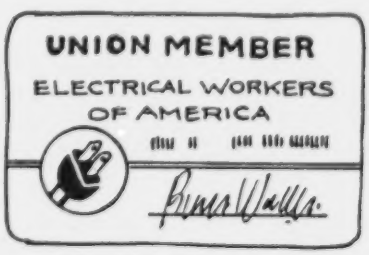
If required by employer, call your county school board office to find out how to take the test.

Training Certificate

You will get this when you complete the requirements of your occupation, usually through a licensing board. An example is cosmetologist or licensed practical nurse (LPN).

Union Card

Depends on the job; the employer will tell you. If you're a member, you may need to show proof that you're a member or that you've paid your dues. Florida is a "right to work" state, which means you cannot legally be forced to join a union before you can get a job.



Try These Eleven Ideas To Help You Find Job Openings

Keep in mind that 80% of ALL jobs are filled by word of mouth! So, talk to everyone you can about:

- Your job needs
- Your job skills
- Where they work
- What they like and dislike about their jobs
- What kinds of jobs are available

1. Use your school's/agency's placement and counseling services to help locate jobs, and to develop good interview skills, and work habits. Placement and counseling offices maintain files on many different companies and usually post job openings.
2. Tell friends, family, teachers, neighbors, and other people you meet that you are looking for a job. Anyone can be a source for a job lead.
3. Visit stores, shopping centers, or other businesses during their working day to find out about jobs. If you use the phone book to locate the places you want to visit, you can save time and money.
4. Look at newspaper ads under the "Help Wanted" or "Employment Opportunities" sections. If you see a job that interests you, call or write the business listed as soon as you can. Remember other people will be reading the ads, too!
5. Talk with former employers because they may know of some related jobs. If you were a good worker for them, they may be able to recommend you to other employers.
6. Go to your local State Employment Service office. The employment service lists many jobs and will help you at no charge. You don't need an appointment. While there, you will fill out a form about your interests, education, training, and work experience. You can talk with an interviewer and may receive free testing and counseling. These tests can help you decide which jobs may best fit you. The counselor can then help you find job openings and give interviewing tips.
7. Try private employment agencies if you are willing to pay someone to help you locate a job. The fee can vary; sometimes it can be a flat charge, but usually it is a percentage of your annual or monthly wage. Be very careful to read the contract you will be asked to sign. Do not sign until you understand exactly what it says and you feel the agency will be able to find a job you like — not just the job it can get for you (and require the payment of a fee). Occasionally, an employer will pay some or all of the fee, but this is very rare in starter jobs. Usually only top executives and

highly skilled technical workers are fee-paid.

8. Visit local, state, and federal government personnel offices. The telephone book can give you the names of these government agencies and the number of their personnel offices. Look in the white pages of the phone book under your city or county name for local government agencies; "(Florida), State of" for state agencies; and "United States Government" for federal agencies. Often a government department will have its own personnel office. If so, call only the personnel office number for information on available jobs.

   Many agencies offer a job line, as well. This is a recorded list of job openings that you can call from home. If you hear a job listing that sounds interesting, contact the personnel office to see what you need to do to apply. A "closing date" is usually part of a state or federal job advertisement. This is the last day you can apply for a job and still be eligible. Look in the phone book for job lines; they will be listed under the personnel office of each individual agency. There may be many of these, but pursuing this will definitely be worth your time.

   Some government jobs will require that you take a test to show you are qualified. If a test is required, set up an appointment to take it.

   Many local, state, and federal government jobs are listed with the Florida Job Service. If you want a federal job, ask to see a "Projected Vacancy Listing" and get an "Application Request Form" there, also.

9. Check with your local labor unions or agencies to find out about job or apprenticeship opportunities. To be eligible, you may have to become a member of their organization. Apprentices must have a high school education in most trades. For more information, contact Florida's Bureau of Apprenticeship, Department of Labor.

10. You may want to consider a career with the armed services. Contact local recruiters. If you are a veteran, you can take advantage of help offered through local veteran's service centers, or write or call state and federal veteran's assistance programs.

11. Check with local community organizations that may offer information on jobs. These organizations include the Chamber of Commerce, Urban League, Better Business Bureau, community action programs, a variety of local youth employment and training programs, and other community service agencies. Usually, local and/or county governments administer JTPA (Job Training and Partnership Act) programs, which may offer job development and/or training for qualified people.

Where To Look For Jobs

Look At A Career In State Government

Did you know that state governments are one of the largest single employers? It's true – state government employs thousands of workers in many kinds of jobs. Agencies of state government serve communities in many ways, through a variety of programs.

A state needs to hire people in almost all career areas. State government offers many interesting and challenging career opportunities, whether you would like to work in a clerical, technical or professional field.

Think about the services state agencies offer you and your community.

For example, a variety of medical and social services are offered through state agencies. State government maintains our highway system and enforces its traffic laws. Each state agency is important in making the quality of life better for citizens.

Careers in state government offer other benefits. Career service personnel programs offer paid vacation leave, sick and maternity leave, a retirement system, opportunities for additional education, and many other employee benefits.

You can find out more about a career in state government by visiting the personnel office of any state agency in your area or the nearest State Employment Service office.

Where Are Your Government Personnel Offices?

LOCAL: (City/County)

Agency Name: _____

_____

_____

Address: _____

_____

_____

Phone: _____

Notes: _____

_____

_____

FEDERAL

Agency Name: _____

_____

_____

Address: _____

_____

_____

Phone: _____

Person to Contact: _____

Notes: _____

_____

_____

THE STATE EMPLOYMENT SERVICE office nearest to you:

Address: _____

_____

_____

Registered Apprenticeship Programs Can Provide Jobs And Training

Apprenticeship training joins on-the-job experience with job-related classroom instruction. A typical apprentice works with an experienced journeyman during the day and attends a class a few nights a week. This period of training may last three to five years. Apprenticeship training is a good way to learn a skilled trade while earning a wage.

There are over 700 careers you could enter as an apprentice. However, your competition for a position will be tough!

If you want to become a registered apprentice, you must:

- Be 18 or over
- Have a high school diploma or equivalent
- Be physically able to do the work of the trade
- Pass a job aptitude test
- Be recommended by a selection committee

As an apprentice on-the-job, you will:

- Show good job habits (like being on time)
- Go to job-related classes
- Have a probationary period
- Show that you know the trade skills you were supposed to learn (if you do not show those skills, you will be kept at the same level until you learn them)
- Have a chance to move up faster than usual by entering the program at a higher level (because of experience or training) or by showing that you already have the necessary skills for a given level
- Be given a certificate of completion from the Bureau of Apprenticeship

**Look in the telephone book under State Government offices, Department of Labor, Bureau of Apprenticeship*

Using Newspaper Want Ads To Get Job Leads

Most job seekers look at the classified ads in their local newspapers to find out about job openings. Job ads are listed alphabetically from "A" to "Z", or are grouped by type of jobs (sales, clerical, etc.).

Read the want ads daily during your job search. Read them all, to be sure not to miss a suitable job because you looked under limited categories. Follow ad instructions to the letter — if an ad says "no phone calls", don't call!

Volunteer To Gain Work Experience

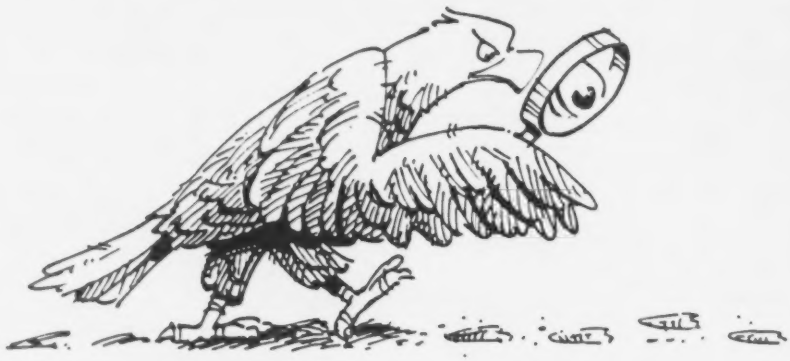
Volunteers often learn specific job skills and gain work experience, even though they are not paid. Being a volunteer can help you learn about jobs and perhaps even lead to a paid position. These suggestions may be of help:

"Candy Striper" - hospitals
Teacher's aide - schools
Counselor aide - community organization
Arts and crafts instructor - churches, camps and community agencies

Consider Part-Time Jobs

Part-time work can give you job experience, specialized skills, spending money, and perhaps lead to a full-time career. Remember, part-time jobs require all of the same employability skills as full-time jobs. You must be willing to work hard, remain interested, be on time, and dress correctly. Almost every field has some kind of part-time work. Below are a few part-time jobs you can think about:

Baby-sitter
Car washer
Cashier
Delivery person
Farmhand
Fruit/Vegetable picker
Gas Station worker
Lawn worker
Nurses aide
Sales clerk
Secretary, clerk or typist
Tutor
Waiter/waitress



Keeping Track

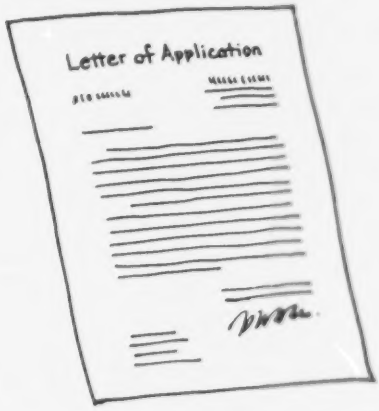
1. Keeping track of the applications you turn in and your interview time is the best way to keep on track.. Use these suggestions and create your own way to stay on schedule.
2. Keep a job search folder. Put a copy of each job opening announcement or advertisement in the folder. Write on the copy the day you applied and what materials you turned in with your application. Include the name and telephone number of the person doing the hiring.
3. Keep a calendar. Use a pocket or notebook sized calendar. Write down each appointment you make and the name of the person you will meet with. Include the phone number and address.
4. Keeping a card file of information about possible job leads helps you stay up-to-date on your job search. Three-by-five-inch cards come in handy. You can record the job lead, the name of the employer, the type of work and interviewing information.

Here's A Checklist To Organize Your Job Search

HAVE YOU TAKEN THESE ACTIONS?	YES	NO
Assembled the documents you need?	☐	☐
Completed a personal facts sheet?	☐	☐
Written your resume?	☐	☐
Visited the state employment service office?	☐	☐
If you are in school, have you contacted your placement office?	☐	☐
Identified prospective employers?	☐	☐
Talked with family, friends, and former employers?	☐	☐
Read the want ads in local newspapers?	☐	☐
Looked in the yellow pages of the phone book for employers to visit?	☐	☐
Checked bulletin boards in schools, businesses, post offices, libraries and counseling offices?	☐	☐
Visited employers in person?	☐	☐
Written letters of application?	☐	☐
Phoned employers to set up interviews?	☐	☐

Making Contact

Contacting Prospective Employers



Earlier, we gave you some ideas about getting leads on job openings. Now, you may be wondering HOW to contact employers. Try these ways:

1. A letter of application is a way to apply for a job out-of-town or for a job that may have many applicants. Your letter will give the employer a sample of your writing ability and help keep your name in mind.

2. A personal visit is one way to follow up on a job lead. It may even lead to an interview on the spot, so be prepared!

3. A telephone call can help. Phoning can be a good way to try to schedule an interview.

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Sample Letter Of Application

0/00/00 (date)

Mr. Thomas Wilson
Personnel Director
Scott Architectural Firm

Dear Mr. Wilson,

I am interested in applying for the drafting position you advertised in the Pensacola Tribune.

I have recently completed a certificate program in drafting technology at Washington-Holmes Vocational-Technology Center. While I was in school, I worked part-time as a copy carrier, where I learned the basics of good design and how to work effectively with others. I believe this work experience and my program in drafting have given me the skills and background you may be looking for in a drafting assistant.

I can be reached at my home address and can come to Pensacola for an interview at your convenience.

Sincerely,

Sharon Cooper

Sharon Cooper
1003 Lake Road
Chipley, Florida 32428
(904) 555-1212

Writing Letters Of Application

For some jobs, an introductory letter or letter of application may be the best way to apply for a job. Your letter should include enough information to interest an employer without repeating what is in your resume. It should have an introduction that introduces you and explains how you found out about the job opening, a main body that tells an employer why you feel you are qualified for the job, and a closing that states when you would be available for an interview.

Keys to Writing Good Letters of Application

- Use correct grammar, spelling, and punctuation.
- Address your letter to a specific person. Call the company and ask for the personnel director or department head's name.
- State exactly the kind of job you want and why you are applying to that employer.
- Be clear and concise.
- Enclose your resume.

Remember, this letter is your first contact with a prospective employer. Make a good first impression!

Phoning About A Job

- Have in mind what you want to say before you call.
- Have your paper and pencil ready.
- Speak clearly and confidently.
- Make sure they can hear you! Talk slowly and loud enough to communicate effectively on the phone.
- Give your name, the job opening, and how you found out about the job.
- Tell the employer a little about yourself, your job skills, and your education.
- Try to keep from being interviewed over the phone. Your goal is to get a person-to-person interview.
- If you are offered an interview, be sure to get correct information on the place, time, date, and name of the person who will be interviewing you. Write this down.
- Listen carefully!
- Thank the person you have spoken to for his/her time and information.
- Realize that you may not be asked to come in for an interview every time you make a call. Keep trying.

Visiting Prospective Employers

Some job announcements say to come in person or that no phone calls will be accepted. Going in person to visit an employer is one of the best ways to apply for a position. This approach can be used with employers you would like to work for, even though they may not have listed any job openings. Sometimes job openings have not yet been advertised. Some people have gotten a job using this method because their interest and initiative impressed an employer. However, before you go, there are a few things to consider...

- Go alone. Never take a friend or relative. Bringing others shows that you lack self-confidence.
- Make sure you are dressed appropriately for the job you are seeking. A good guideline to follow: dress as if you were going to work right after the interview.
- You will probably be asked to fill out an application. Take copies of your resume with you.
- You could be interviewed on the spot, so be prepared. Practice your interviewing skills with a friend.

When you arrive...

- Check to see if there is a personnel department. If not, ask to speak to the manager, department head, or owner.
- Identify yourself by giving your name, your training background, where you received your training, and your past/current job(s).
- Tell the employer a little about yourself and your job skills.
- Let the employer know you are interested in applying for a job you would be qualified to do. If no jobs are currently available, ask if you can fill an application in case something becomes available.
- Before you leave, ask when it would be best to check back. Be sure to get the name of the person you should speak to about the job openings.
- Remember to thank the people you spoke to for their time and consideration.
- Don't be discouraged if you don't get an interview. Keep going.

Filling Out Application Forms

Most employers will ask you to complete an application form. The purpose of the application is to give the employer information about you so she or he can determine if you are right for the job. It is important that this information be correct, up-to-date, and complete. In many situations, your application gives an employer a first impression of you. It tells him/her of your interests, work experience, training, and personal background. First impressions are important! So, before you complete a job application, be sure to review these helpful hints...

- Most employers prefer ink, so take a pen with you and read each part of the application carefully before trying to answer any questions.
- Print neatly, follow instructions, and watch your spelling.
- Take your personal facts sheet with you. Much of the information on this sheet will be asked for on the application.
- Give information on all items that apply to you. Do not leave any item blank. Put "does not apply", "none", or "n/a" (not applicable) in any blank that does not apply to you.
- Before you return the application, check it over carefully for any errors or incomplete entries.
- Be sure to sign and date the application.

Completing a job application is not difficult. It just takes time and a little effort to make it complete, accurate and neat.

Interviewing For A Job

The purpose of a job interview is to allow the potential employer to find out more about you and for you to find out more about the employer.

Interviews may be conducted by more than one individual. Often an interview team will be appointed and each member of the team will ask questions. Sometimes the team will have a set of questions and then the individual team members will each ask a question. Remember that an interview is hard for everybody, so keep confident and do your best.

Tips For A Successful Interview

Here are a few tips to help you get ready for your interview.

- Bring extra copies of your resume.
- Know something about the company that you are going to interview with.
- Make a list of questions to ask the interviewer.
- Dress appropriately for the job you are interviewing for.
- Go alone.
- Take a pen, pencil and some paper to write down any directions or notes the interviewer gives you.

Plan to go early for your interview since unexpected last minute problems can make you late for your appointment. Be sure you know the address of the company and the name of the interviewer. Give yourself plenty of time to get to the office. Try to arrive at least ten minutes early.

It is important that you use your best manners and be pleasant to everyone in the interviewer's office. Good manners create a good impression of you. When you arrive for your interview, tell the receptionist who you are, why you are there, and what time your appointment is scheduled.

Decide in advance what you're going to say about yourself and how you are going to say it. By doing this, you will show the interviewer that you are serious enough about the job to have given thought to the interview. Interviewers are more likely to hire applicants who have prepared themselves for their interviews.

When you are called into the interviewer's office, greet the interviewer by name if you know it and can pronounce it correctly. If the interviewer offers to shake hands, do so with a firm, steady grip. Don't sit down until you are asked to.

Let the interviewer take the lead in the discussion. Respond to the interviewer's questions by speaking loudly enough to be heard and slowly and clearly enough to be understood. Avoid answering questions with just a yes or no. Instead, give a short explanation. Also, look at the interviewer when you are talking and when you are listening.

Try to stay calm during the interview. The interviewer will understand if you're a little nervous, but don't get upset. Don't chew gum or smoke even if the interviewer offers you a cigarette.

Watch the interviewer for signs that the interview is almost over. If she or he hands you an application form to fill out, take it and wait until the interview is over before you fill it out. Make sure you thank the interviewer for the interview, and ask when you can expect to hear back from the company.

Your Turn

Anytime you're in an interview, ask questions. You should find out about the job from the interviewer. Be sure to get the following information about the job:

- the kind of job (duties to be performed)
- the job requirements (training and work experience necessary)
- chances for advancement

You can discuss pay, fringe benefits and other such details once you've been offered the job.

Hints On Open-Ended Questions

An open-ended question can be a golden opportunity. Be sure to take advantage of it.

Be brief. An employer doesn't want, or need, every detail of your thinking. Keep it short and to the point

Be positive. Application forms with open-ended questions give you a chance to sell yourself. You can mention details that are important for the job that the rest of the form seems to have overlooked.

Interviewers often ask open-ended questions. Application forms may also ask these questions. Use the same strategy in answering either. You may ruin your chance if you answer in a negative way. If you were an employer, what would you think if an applicant wrote, "I have no idea what kind of work I'm best suited for. I think I would like sales work, but assembly-line work might be just as good." "I'll take any salary." "I need work desperately." "My last job bored me!" Would you hire that applicant?

Let's look at sample open-ended questions that you may find on an application form.

- "Positions applied for?"
- "What type of work would you like?"

Be sure to list only one or two job categories. If you know of a particular job that an employer has available, name that job. An applicant who is interested in one or two jobs for which she/he is qualified has a better chance of getting hired than an applicant who will take just any job. If you have the skills for more than one job, you may want to bring that out in the interview, but don't overload your application form.

- "Why do you think you are qualified for this job?"
- "List your qualifications for the position."

List only a few important qualifications, the ones that you think would be the most useful for the job you want. Be sure to mention the abilites, interests, training, and experience you have that would be particularly useful on that job. Try to make your short list neither boastful nor too modest. You have some qualifications, or you wouldn't have decided to apply. Let the employer know about them.

- "What is your long range career goal?"
- "How will this job further your career?"
- "What are your long range plans?"

A short answer here may save you some headaches. Write down what you want to be in the future, if you know. For example, you might say athletics coach, nurse, or librarian. Be sure your goal is realistic. You have no way of knowing before you are hired that you can eventually become "President, the RICH Corporation."

- "How much money do you expect to make?"
- "What is the minimum salary you would consider?"
- "Minimum salary: _____."

State the lowest rate of pay you are willing to accept. A good rule

of thumb is to find out what the job pays. You can tell from want ads how much other companies are paying for similar jobs. Sometimes your friends with the same kind of job can tell you what to expect. Sometimes you can ask for more than the starting salary, but only if you have some experience in that type of work and if your qualifications are very good.

Be realistic. Unrealistic requests may indicate that you are not familiar with the job or have unrealistic expectations and this may eliminate you from a job.

- "Reason for leaving"

Be honest, but be positive. Instead of saying, "I hated the job," say "I wanted a more interesting job." Avoid saying that you couldn't get along with your co-workers or refused to do the work you were asked to do. If you left because your boss was unfair to you, don't say that. Just say that you were unhappy in your last job and that you would like a more challenging job.

- "Have you ever been discharged from a job or forced to resign for misconduct or unsatisfactory service?"
- "Have you ever been fired? If yes, explain."

If you resigned, or were laid off, or were asked to resign, answer "no." But if you were fired, answer "yes" and explain why. Remember: don't complain about your former employer or the work you did or anybody you worked with. In these days of rapid changes, many people have been fired. Be honest but positive in your response.

The Interviewer's Questions

What kinds of questions will interviewers ask you? How should you answer? No two interviewers are alike. Here are some general rules to follow when you are answering the interviewer's questions.

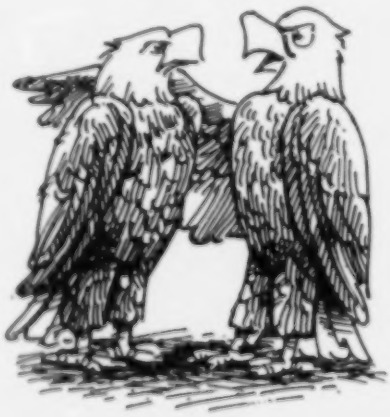
- Tell the truth.
- State the facts about yourself briefly.
- Have a positive attitude.

Don't be surprised if the interviewer may ask a few unexpected questions such as, "What can this company do for you?" or, "Tell me a little about yourself." Be ready for these questions. Think before you answer.

Here is a list of general questions that interviewers may ask. Use it to prepare yourself for an interview. As you read the questions, think about how you would answer.

Personal

- What did you like best about your previous job?
- Least?
- What do you consider to be your strong points?
- What do you feel are your areas of weakness?
- Where do you plan to be, professionally, in five years?



After You Apply

Your Follow-up Letter

Before you leave the interview, you should thank the interviewer for spending time with you. If you are offered a job during the interview, be sure to thank the interviewer and let him/her know that you will do your best on the new job. If you aren't sure whether to accept the job, ask the interviewer if you can call back with your answer in a day or two. (Be sure to say exactly when you will call.)

Sometimes you will receive a letter or phone call offering you the job several days after the interview. If you are offered a position by mail, contact the employer right away.

If you want the job, say so. If you don't want the job, immediately tell the employer that you are no longer interested.

If at any time you accept another job, let the interviewer know. The employer who interviewed you will be pleased that you let him/her know that you are no longer interested in the job. That way the interviewer can quit counting on you as being interested in that job.

If you sense immediately after the interview that you will not be offered the job, think about what went wrong and use this information to help you do better in your next interview. Keep in mind that not all job interviews are successful.

In any case, it is a good idea to write a follow-up letter. This is a letter which:

- Thanks the interviewer for talking with you about the job.
- Tells the interviewer you are interested in the job.
- Tells the interviewer that you think you are qualified for the job.

The employer will appreciate your thoughtfulness, and you may even get the job because of your follow-up letter.

Look at the sample follow-up letter on this page. Follow up letters should be typed or written neatly in ink.

619 Appleyard Way
Pensacola, FL 32503
May 15, 1990

Mr. Andrew Smith
Engle's Roofing Company
1800 Palafox Street
Pensacola, FL 32502

Dear Mr. Smith:

Thank you for the interview on Friday. The clerk-typist position that we discussed interested me greatly. My typing speed of 50 WPM and my filing skills seem to be just what you are looking for, and I look forward to hearing from you. Thank you again for your time and consideration.

Sincerely,

Penny Page

Getting An Offer

What should you think about before you say "yes?" Here's a list of factors to consider before you accept a job.

- Hours: How many hours will you be required to work each week? Will they be at night or in the daytime? How about weekends?
- Amount of pay: How much will you be paid? How often?
- Kind of work: What duties will you perform? Will you enjoy the work? Is it something that you can do day after day?
- Fringe benefits: This means the extras like insurance, vacation and sick leave, and retirement. Find out exactly what fringe benefits are offered. Good fringe benefits can sometimes make up for a low salary.
- Advancement: Can you work your way up to better jobs with the company?
- Training: Does the job offer a chance to get more training or to learn any special skills? Does it fit into your career goal?
- Work environment: Do you think you can be happy working for the company? Is your place of employment pleasant? Are working conditions safe?
- Location: How long will it take you to get to work? Will you have a transportation problem?

You can see that there's more to a job than just money. All of the items listed are important to consider before you say "yes." You owe it to yourself to think carefully before you accept a job.

Once You're On The Job, What Comes Next?

Once you get the job, how do you make sure you keep it? Avoid the following:

- Frequently missing work
- Arriving late for your job
- Letting your personal problems affect your work
- Blaming co-workers for your mistakes
- Doing personal errands or tasks during work hours
- Ignoring safety rules
- Constantly complaining about anything associated with your job
- Taking problems to higher management other than your immediate supervisor
- Always making excuses when problems arise
- Being extremely critical of your supervisor or co-workers
- Breaking company rules and policies
- Expressing anger when your work is constructively critized

Good work habits will assure your success. Keep these suggestions in mind:

- Attend work on a regular basis
- Arrive earlier than is expected
- Be courteous and cooperative with your co-workers
- Be proud of your work and do the best you can
- Show respect for your supervisor
- Be sensitive and understanding of your co-workers feelings
- Do more work than is expected of you
- Let your supervisor know of your progress
- Listen carefully to instructions given to you by your supervisor
- Communicate with your co-workers and supervisor in a positive and constructive manner.

Finding a first job is the start of your adult life and the beginning of your work experience. Keep going, even when you may feel discouraged — every application you make and every interview you finish will bring you closer to the job you want.

Failing To Get A Job

Sometimes people have a hard time getting jobs. This is especially true if they have trouble during their interviews. Why do people fail to get jobs? Here are a few points to consider:

Still looking for a job?	**Try this.**
They don't check out all possible sources of employment and keep checking as many times as necessary.	Keep your eyes and ears open. Let everyone know you're job hunting.
They try to get jobs that they are not qualified for.	Know yourself and be practical
They don't follow up all leads promptly.	Don't put off looking.
They look for only one kind of job and ignore many others they're qualified for.	Be flexible.
They don't know how to write a resume or follow-up letter, how to phone for job information, or how to act during an interview.	Add basic job-hunting skills to your work skills.
They don't take all the tests they can to qualify for a job.	For a starter, take Civil Service, aptitude, and other vocational tests.
They don't plan for their careers.	Get the training you need for the job you want.
They wait for someone else to find them a job.	Don't rely too much on agencies, friends, or employers who promise to call you "if anything comes up."
They don't plan their job search.	Know everything you can about yourself, your skills, the business you apply to, and the jobs that are open in your town.
They give up when they don't find a job right away.	Try everything you can to obtain a job. Don't give up looking until you find a job you will be happy with.

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Directory of Trade and Professional Associations. This directory has listings (alphabetically, geographically, and by subject area) of professional and trade associations and unions. Address and phone number of each association is listed, plus the names of journals and newsletters published, and the dates and location of annual conferences. Check at your local library.

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Notes:

State of Florida
Department of Education
Tallahassee, Florida
Betty Castor, Commissioner
Affirmative action/equal opportunity employer

Florida Department of Education

Bureau of Career Development • Division of Vocational, Adult & Community Education
Florida Education Center • Tallahassee, FL 32399 • 1-800-342-9271 • 904-488-0400

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